

NoodleTools Tip Sheet

Use this tip sheet to help you determine which source citation you need to select.

If you have **Form A** (a non-fiction book)

Select **Cite a:**

Then select:

Cite a: **and Create Citation**

You then will be asked:

Where can other people find this source?



Print: You can find this printed book in the library or a bookstore.

Select “Print” and “Next.” Fill in the information you have on source citation Form A. Notice that NoodleTools inverts the author order and asks for the first name first.

If you have **Form B** (a reference book source)

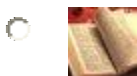
Select **Cite a:**

Then select:

Cite a: **and Create Citation**

You will then be asked:

Where can other people find this source? ::



Print: You can find this printed reference book in the library or a bookstore.

Select “Print” and “Next”. Fill in the information you have on source citation Form B.

If you have a database citation: (You used the databases on the Fiat Library home page)

Marshall Cavendish sources do not follow this format. Please see the wiki page for the Marshall Cavendish format or see Tip Sheet following Form E format below.

Your source citation information is printed *at the bottom* of your printed article. You will not have a source citation form. Your source citation information may not contain the url (the web address) in the citation but it is listed at the bottom of the print out. NoodleTools may tell you that the url is optional. At Ancillae, the url is not optional and you need to include the url. Only include up to the domain name (example: <http://www.worldbook.com>)

or see below

If you have a database source:

Select: **Cite a:** and

Cite a: and **Create Citation**

You will be asked:

Original content?

☐ **Yes**, this is original content created for this database (it never appeared in print or another publication medium).

No, this is a reproduction of a work published elsewhere. Select the publication type of the original work:

☐ Journal

☐ Magazine

☐ Newspaper

☐ Book

☒ **Reference Source (PICK THIS ONE)**

☐ Other (this will take you back to the Bibliography screen to select the citation type of the original material)

Select "Reference Source" and Next. (Go to next page)

You will be asked:

Tell us more about this source

What type of reference source is this?

☒ **Encyclopedia or biographical dictionary (PICK THIS ONE)**

☐ Dictionary

☐ Atlas (or other published collection of maps)

☐ Other (e.g. thesaurus, almanac, yearbook)

Information about online retrieval of this source

Is the online material duplicated from a printed work?

☐ No. This is a reference database like *Encyclopaedia Britannica* or *Wikipedia* in which the content is not reproduced from a printed source.

☒ **Yes. I will provide the publication details of the original print publication in my citation (PICK THIS ONE)**

Select as shown above and select "Next." Fill in the fields with information from your citation at the bottom of the print out. You must include the url.

If you have an **approved website** (not a subscription database) Form E

Please see Mrs. Zajko if you are unsure how to format an Internet site.

Cite a: 

And then select:

Cite a:  **and Create Citation.**

Complete the information using Form E.

How to cite Marshall Cavendish on NoodleTools

There is some confusion about how to use NoodleTools to cite Marshall Cavendish database sources. Use this tip sheet for proper formatting.

Step 1: See the citation printed on the last page of your Marshall Cavendish source. Here is an example:

Author **"Article Title"** **Name of Database** **Publisher** **Dates**

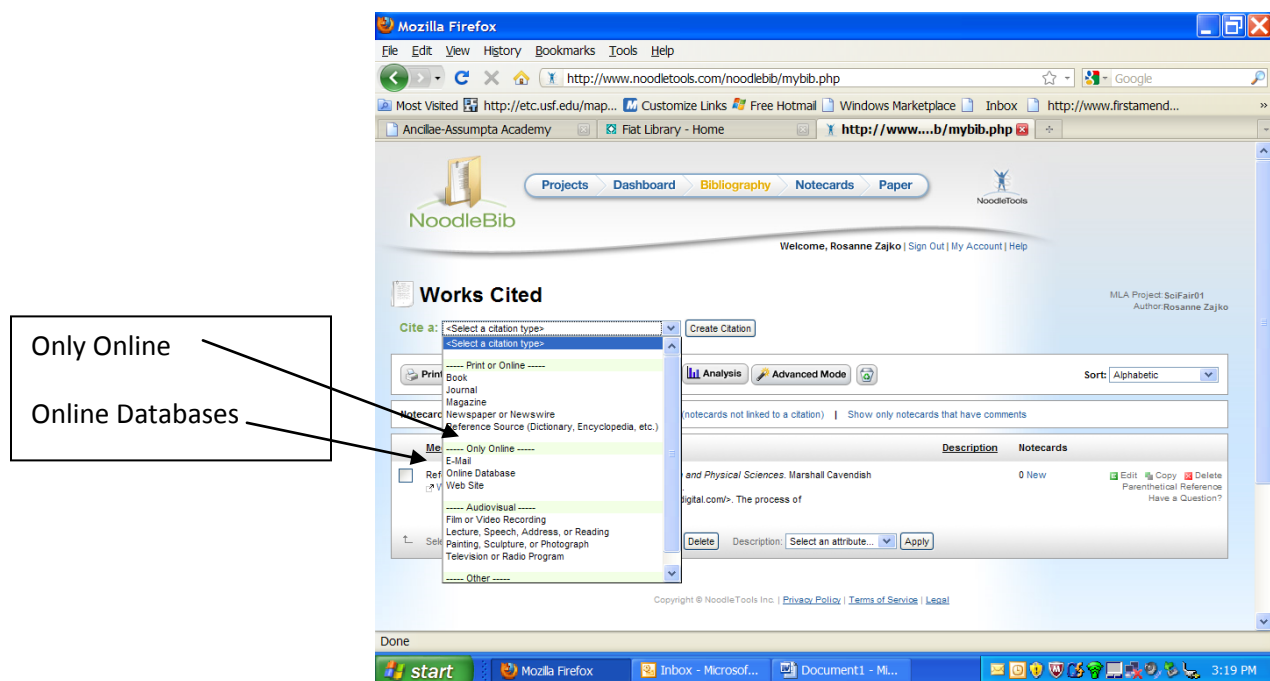
↓ ↓ ↓ ↓ ↓

Dorsett, M. "Corrosion." *Technology and Applied Sciences*. Marshall Cavendish Digital, 2010. Web. 16 October 2010. <<http://www.marshallcavendishdigital.com>>

url ↗

Most Marshall Cavendish citations will look like the above citation.

Step 2: To generate the correct format, select *Only Online* > *Online Databases* from the drop down menu:



Step 3: The next screen will ask you if this is original content? Answer "Yes" (even though it isn't). Answering "yes" will bring up the format that exactly matches the Marshall Cavendish citation.

Step 4: Once you answer "yes" the format screen will appear. Using your source citation, fill in the information as prompted. The prompts are asked in the same order as the citation information. Remember: "article titles" are in quotes and the *encyclopedia title* is in italics. Marshall Cavendish is the publisher.

Dorsett, M. "Corrosion." *Technology and Applied Sciences*. Marshall Cavendish Digital, 2010. Web. 16 October 2010. <http://www.marshallcavendishdigital.com>

Elements of the citation

Last Name, First Name Middle Name. "Specific Page or Article Title." *Name of Database*. Database Publisher, Date of Publication. Web. Date You Viewed It. <URL>.

Your citation

Author(s)

First name Middle name Last name (or organization)

M		Dorsett
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(No names have been added to this list)

↑
↓

Specific page or article title

Capitalize the first letter of important words in the title

Name of Database

 * required

Type the database name or choose from my library's list of databases.

Database publisher

Publication (or last revised) date

	▼		▼	2010
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URL

The 7th edition of the MLA Handbook does not require a URL. [Should I still provide one?](#)

Date you viewed it

October	▼	16	▼	2010
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 * required

See below for more tips

When you are entering elements of the citation in the prompt, do not use the pull down menu for *Name of Database*. Instead, type in the name of the database (the encyclopedia name will be in italics) in the prompt; the prompt will begin to return the correct name to you. If not, completely type in the database (encyclopedia) name.

The database publisher is Marshall Cavendish Digital, which is noted on your source citation.

When you generate the citation, double check the sequence of your source citation information from your source against what you have entered in NoodleTools. Remember that you can also edit in Word after you have converted the AWC.

For other citations, use the “path” described in the NoodleTools Tip Sheet. Please see me if you have any questions.